

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-181

OPEN TO: In-House Candidates Only
POSITION: Accounting Technician / Budget Analyst, FSN-8, FP-6*
POSITION NO: I-53533
WORK HOURS: Full-time; 40 hours/week
*Not-Ordinarily Resident: US\$44,737 p.a. (Starting salary)
(Position Grade: FP-6 to be confirmed by Washington)
*Ordinarily Resident: Rs.972,477 p.a. (Starting salary)

OPENING DATE: November 6, 2012
CLOSING DATE: November 19, 2012

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Accounting Technician / Budget Analyst in the Financial Management Office.

BASIC FUNCTIONS OF POSITION:

The position is responsible for the complete range of budget and financial administration work, including the technical support duties and budget formulation and financial planning and analysis work for Program (approximately \$10.7 million) and OCO (Supplemental) funding. Incumbent creates financial plan schedules for all operating expenses and maintains the monthly reports. Reviews the 60/62 reports (Status of Funds/Obligations reports, respectively) for verification, correction and reconciliation of official and unofficial record. Prepares quarterly reports for un-liquidated obligations. Processes the FS-477 advice of change for the department, other agencies, and other constituent posts and initiates adjustments through Journal Vouchers. Provides fund cites for all types of procurement requests and verifies availability of funds and accuracy on all liquidations prior to forwarding to FSC Bangkok for payment. Establishes obligations in appropriate RM software systems, reviews status of obligations and liquidations and initiates action as necessary.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Bachelor of Commerce Degree (Accounting, Finance, Business Administration) or Bachelor of Science Degree (Mathematics, Physical/Natural Sciences, Computer Science) is required (14 years of education).
- 2. EXPERIENCE:** Four years of progressively responsible experience in professional accounting, auditing, or financially-oriented business management work experience is required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing of English and Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Incumbent requires broad knowledge of fund accounting methods, procedures, and techniques used in the maintenance and analysis of all classes of USG accounts. A thorough knowledge of the State Department organization structure is required. Must have a comprehensive understanding of 3 FAM, 4 FAM, 6 FAM, 14 FAM, 16 FAM, FSC Bangkok manuals, Standardized Regulations, and Appropriation Law.
- 5. ABILITIES & SKILLS:** Ability to oversee a wide range of budgetary and accounting operations and provide quick guidance on a multitude of day-to-day problems is required. Must understand the financial management implications of changes in priorities and direction of programs and projects, and be able to recommend appropriate adjustments to financial plans. Ability to accurately reprogram funds when necessary during the budget implementation phase is

required. Must be proficient in MS Office Suite, especially in MS Excel, to prepare complex spreadsheets, as well as possess the ability to learn and master the Financial Management Center's proprietary applications (e.g., WebRABIT software, WebPASS, Momentum, COAST, ILMS, etc.)

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov. The Vacancy Announcement Number (e.g. 12-181) must be mentioned in the subject line of the email.

Please include all documentation regarding academic, professional and job related experience certificates/letters with your application. Incomplete applications or submissions received after the closing date will not be considered. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 19, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.